



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	ADMINISTRATIVE SUPERVISOR
3	Posting Number	PN# 103211
4	Department	Library Department
5	Division	Technical Services
6	Section	Circulation*
7	Reporting Location	500 McKinney*
8	Workdays & Hours	Rotating Schedule*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Assists with the management of the Circulation Department including page pool and delivery; responsible for overall operation of the department in the absence of the manager. Works with the manager to establish goals and objectives, set priorities, and supervise workflow. Supervises Circulation staff including selection and evaluation of staff and overseeing staff training for effective operation of the department. Monitors delivery of circulation services to ensure the quality and consistency of customer service. Interfaces with staff and customers to discuss and resolve service issues. Assists with preparation of registration and circulation statistics and reports, maintenance of patron database, collection of library fines and fees, administration of collection/recovery contract, generation of circulation notices. Supervises parking and delivery operations. Performs other tasks as needed for the efficient operation of the department. May require evening and weekend (Saturday and Sunday) shift work.

10 **WORKING CONDITIONS**

Must be able to use a computer to access and input information. Must be able to move freely throughout the library to file/retrieve library materials. Position requires stooping, bending and lifting of library materials up to 20 pounds. Must be able to communicate effectively orally and in writing. Must be able to push a loaded book truck up to 100 pounds.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelors degree in Business Administration, Accounting, Political Science, Psychology or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years of experience in personnel, administration, accounting or a closely related field are required.

13 **MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Experience with Innovative Interfaces software. Some local travel. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access).

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 22
\$1277- \$1755 Biweekly \$33,202- \$45,630 Annually

18 **OPENING DATE**

February 23, 2005

19 **CLOSING DATE**

March 8, 2005

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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